

Introduction

Word files are called **documents**. Whenever you start a new project in Word, you'll need to **create a new document**, which can either be blank or from a template. You'll also need to know how to **open an existing document**.

Watch the video below to learn more about creating and opening documents in Word.

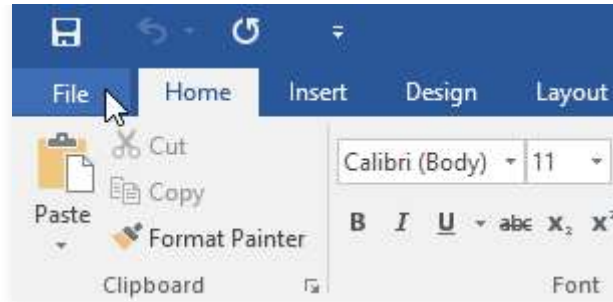
Word 2016: Creating and Opening Documents



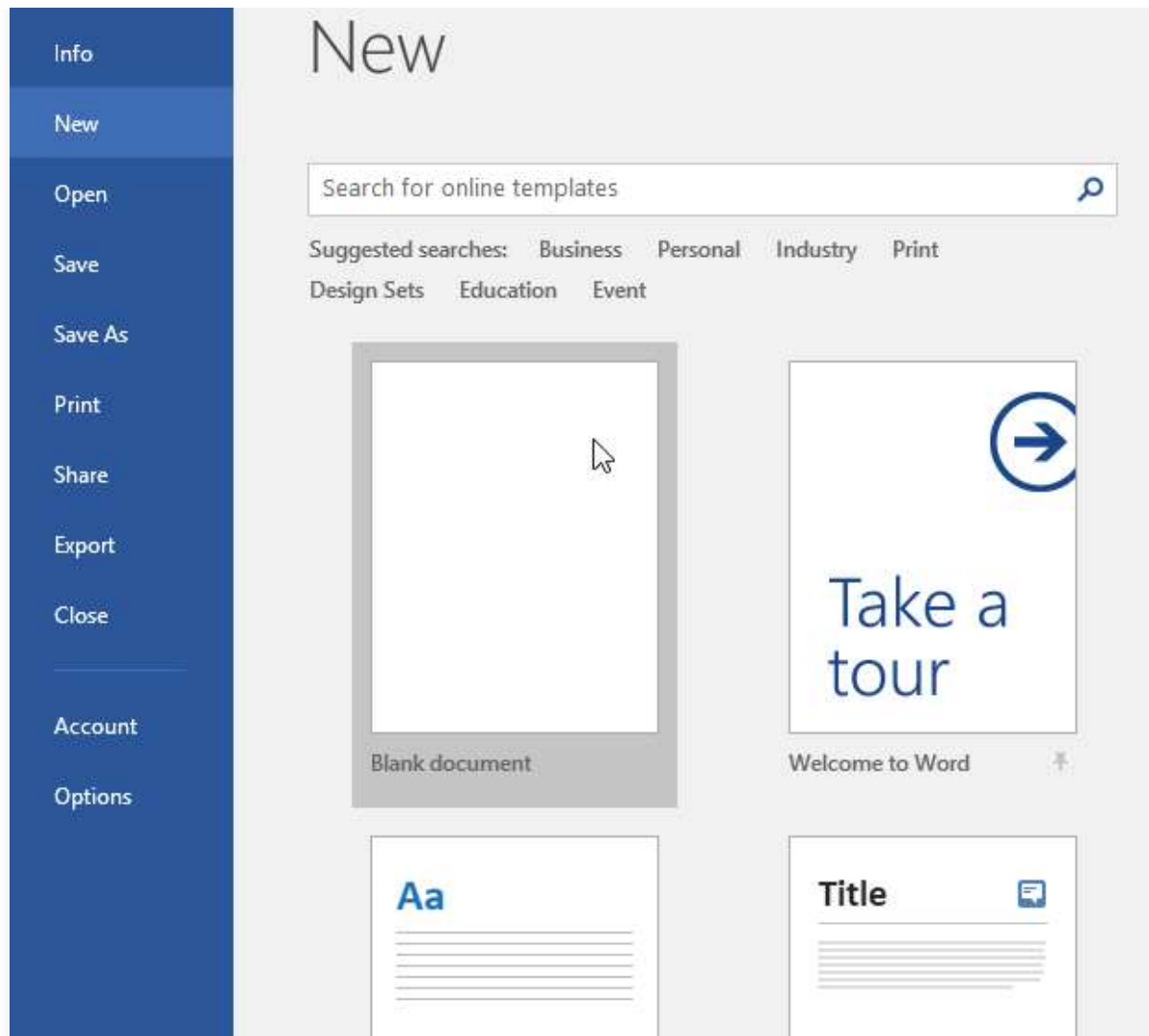
To create a new blank document:

When beginning a new project in Word, you'll often want to start with a new blank document.

- 1 Select the **File** tab to access **Backstage view**.
-



- 2 Select **New**, then click **Blank document**.

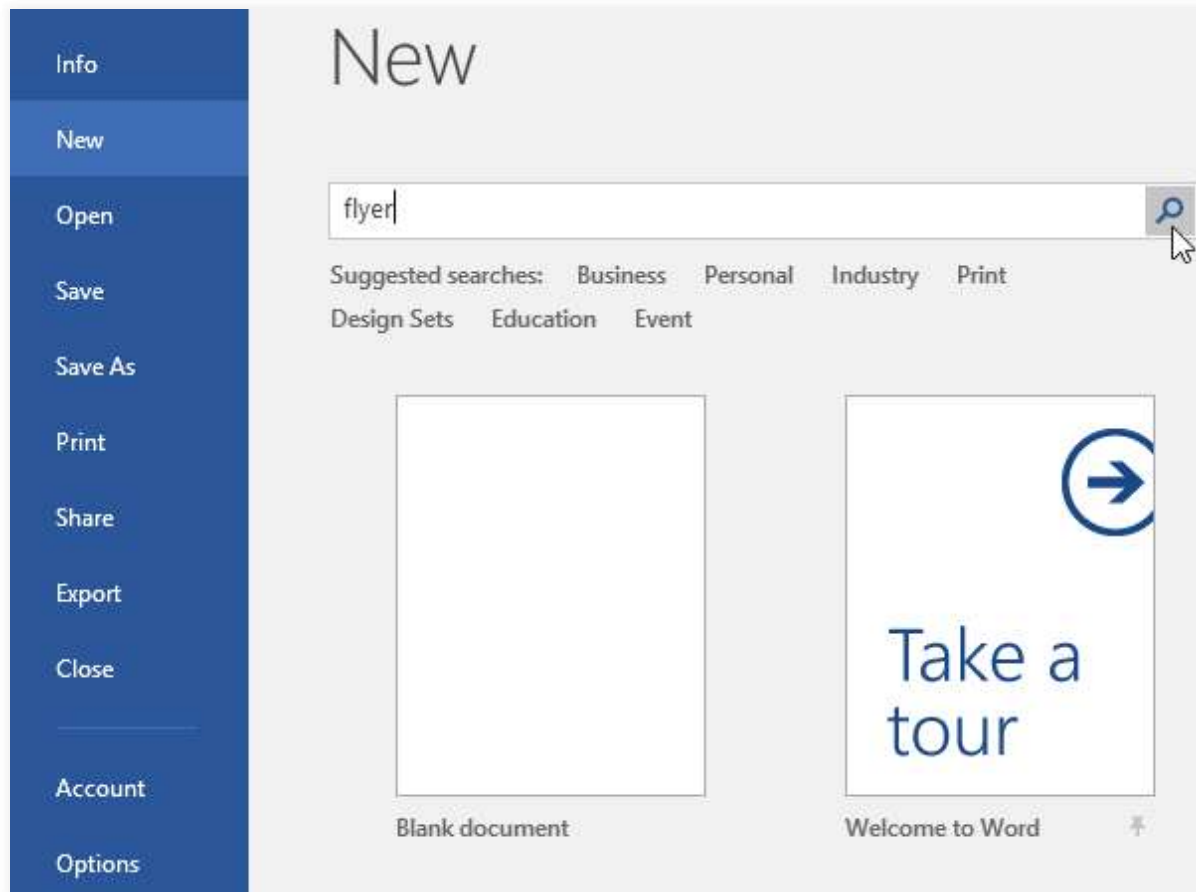


3 A new blank document will appear.

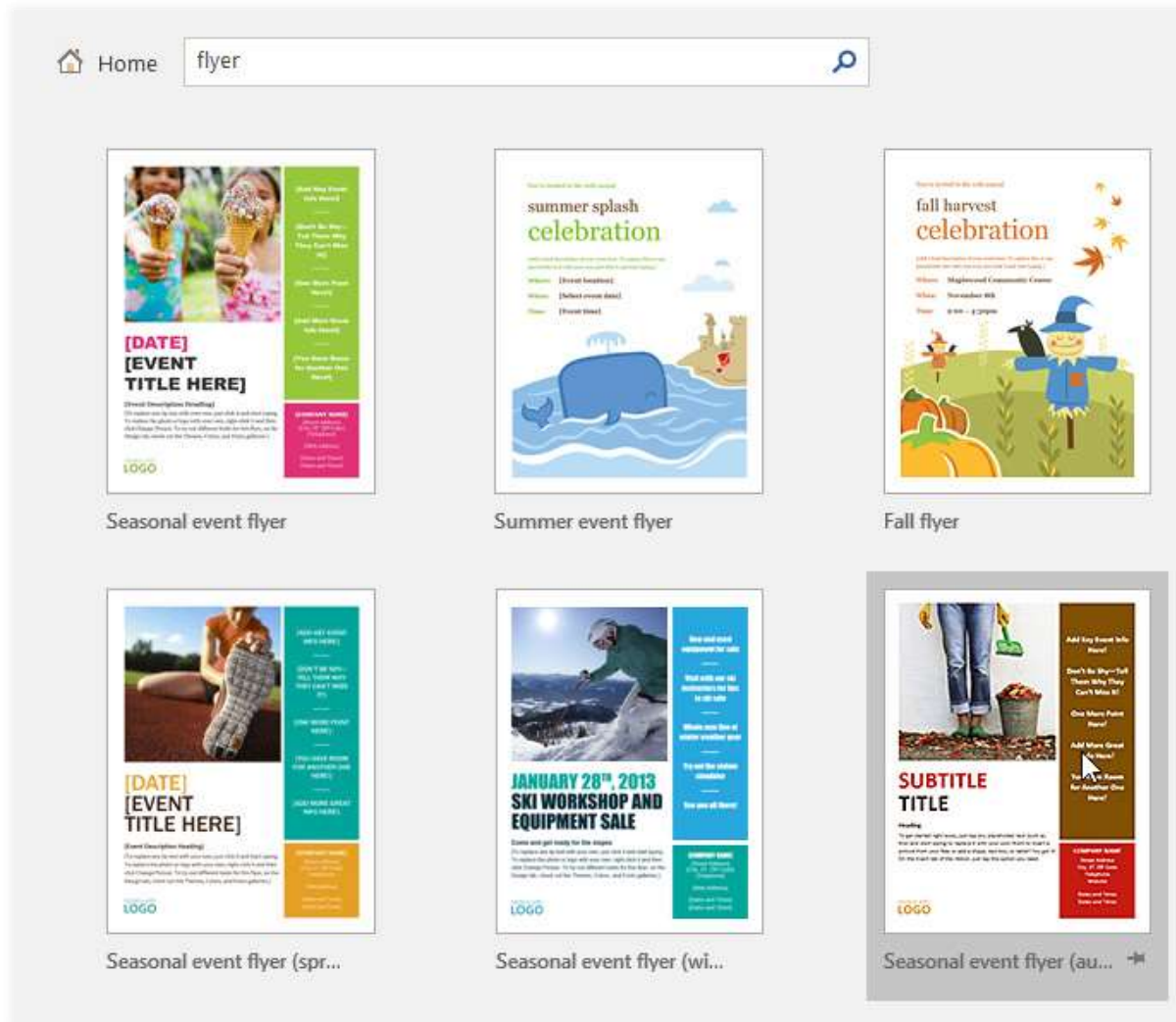
To create a new document from a template:

A **template** is a **predesigned document** you can use to create a new document quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

- 1 Click the **File** tab to access **Backstage view**, then select **New**.
- 2 Several templates will appear below the **Blank document** option. You can also use the search bar to find something more specific. In our example, we'll search for a **flyer** template.



3 When you find something you like, select a template to preview it.



4 A **preview** of the template will appear. Click **Create** to use the selected template.



Seasonal event flyer (autumn)

Provided by: Microsoft Corporation

Announce your company event with this fall seasonal event flyer with a color block design. Customize the look by replacing the photo with your own, or use this template as is by simply filling in your information. Find similar flyers for other seasons by clicking the See Also links above.

Download size: 803 KB



- 5 A new document will appear with the **selected template**.

You can also browse templates by category after performing a search.

The image shows a design tool interface. On the left, there are two flyer templates. The top one is titled 'fall harvest celebration' and features a scarecrow and pumpkins. The bottom one is titled 'Seasonal event flyer (au...)' and features a person's legs and a bucket of leaves. On the right, there is a 'Category' list with the following items and counts:

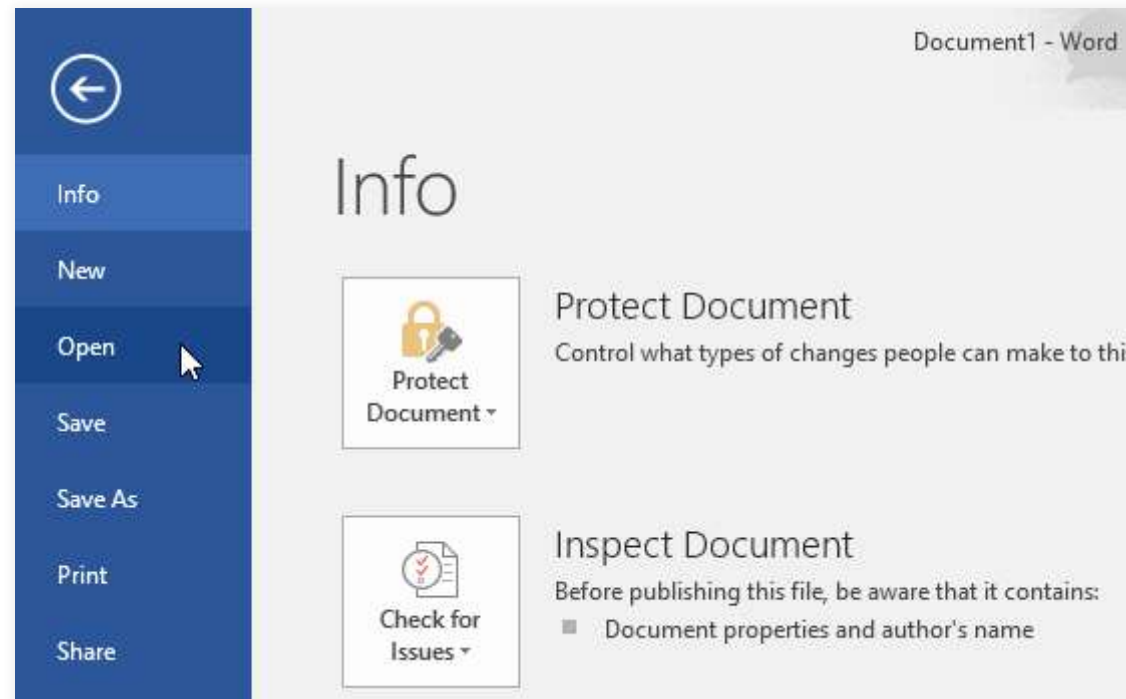
Category	Count
Flyers	114
Event	94
Personal	72
Announcements	65
Blue	50
Business	46
Party	46
Education	43
Event Planning	42
Industry	42
Media	37
Print	34
Invitations	33
Illustration	32
Holiday	31
Posters	29
Advertisements	25
Portrait	25
Seasonal	25

To open an existing document:

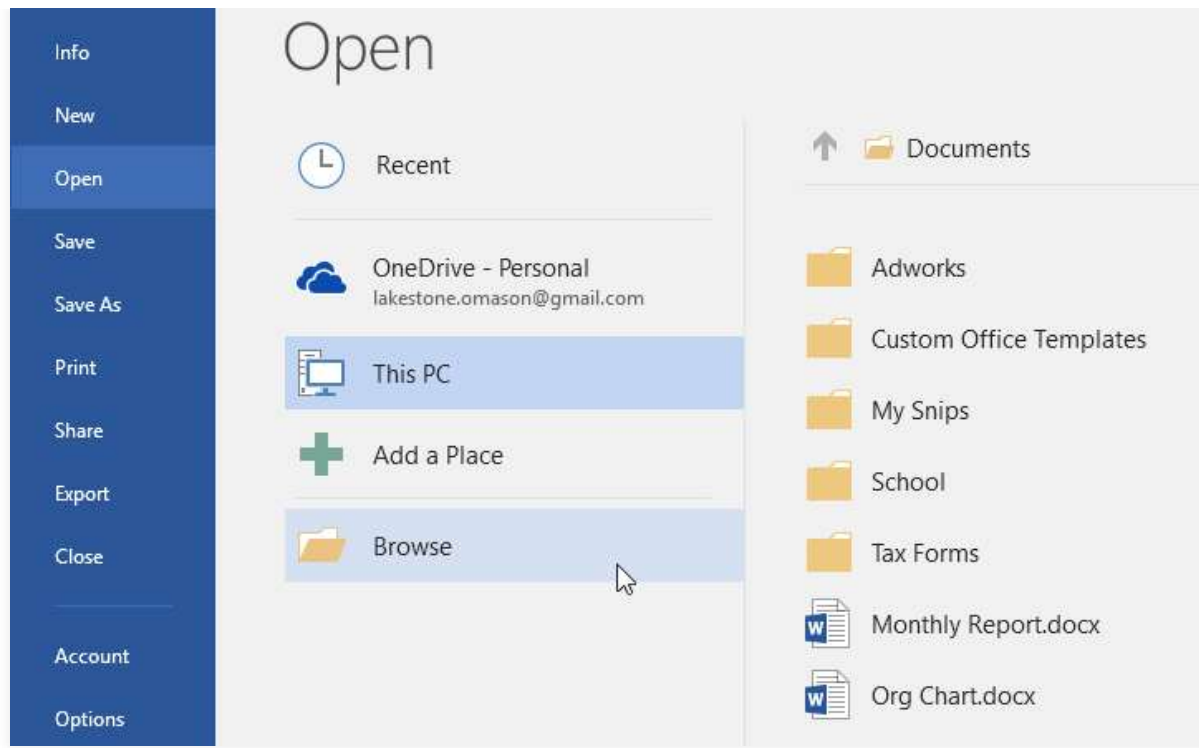
In addition to creating new documents, you'll often need to open a document that was previously saved. To learn more about saving documents, visit our lesson on [Saving and](#)

Sharing Documents.

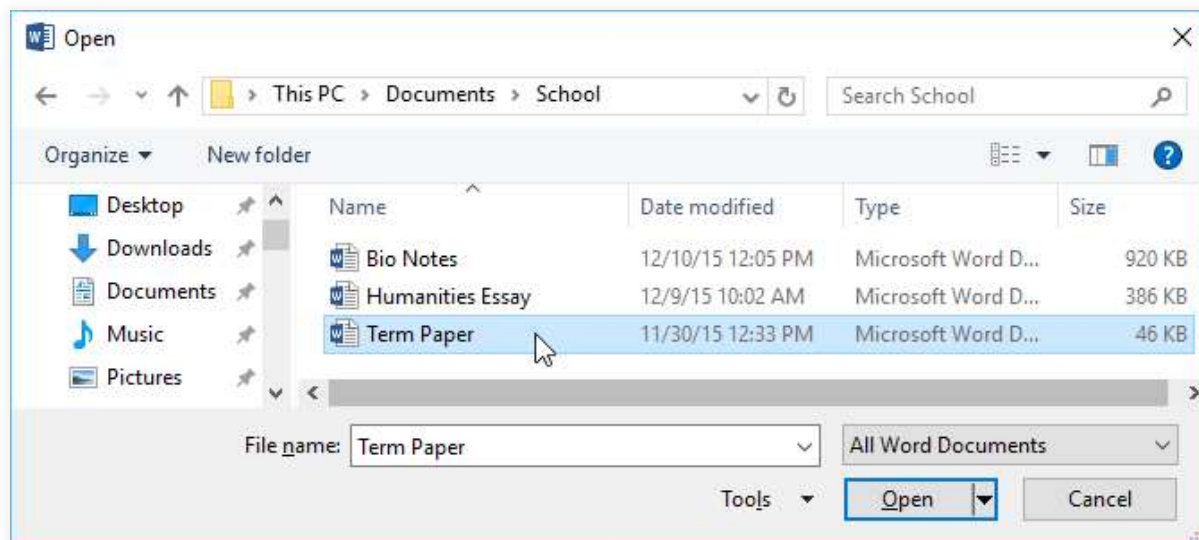
- 1 Navigate to **Backstage view**, then click **Open**.



- 2 Select **This PC**, then click **Browse**. Alternatively, you can choose **OneDrive** to open files stored on your OneDrive.



- 3 The **Open** dialog box will appear. Locate and select your **document**, then click **Open**.



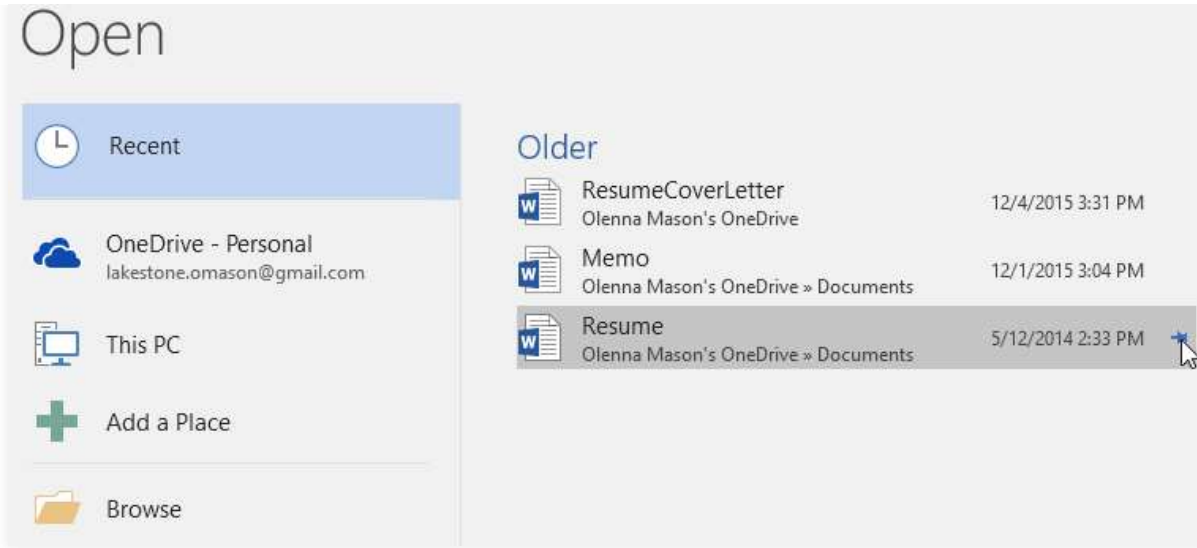
- 4 The selected document will appear.

Most features in Microsoft Office, including Word, are geared toward saving and sharing documents **online**. This is done with **OneDrive**, which is an online storage space for your documents and files. If you want to use OneDrive, make sure you're signed in to Word with your Microsoft account. Review our lesson on [Understanding OneDrive](#) to learn more.

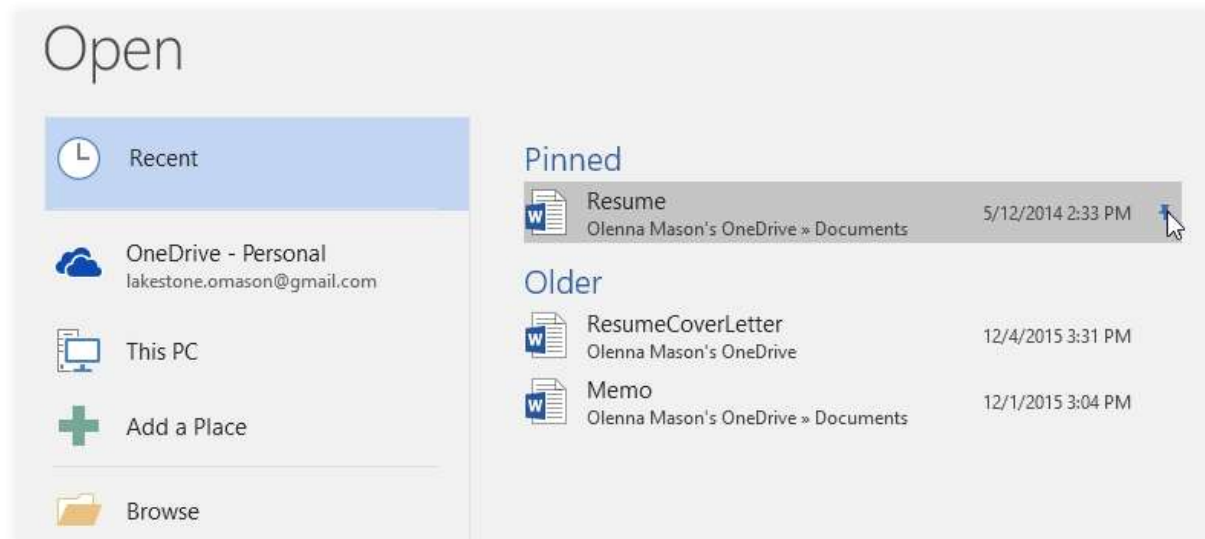
To pin a document:

If you frequently work with the **same document**, you can **pin it** to Backstage view for quick access.

- 1 Navigate to **Backstage view**, click **Open**, then select **Recent**.
 - 2 A list of recently edited documents will appear. Hover the mouse over the **document** you want to pin, then click the **pushpin icon**.
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- 3 The document will stay in Recent documents list until it is unpinned. To **unpin** a document, click the pushpin icon again.

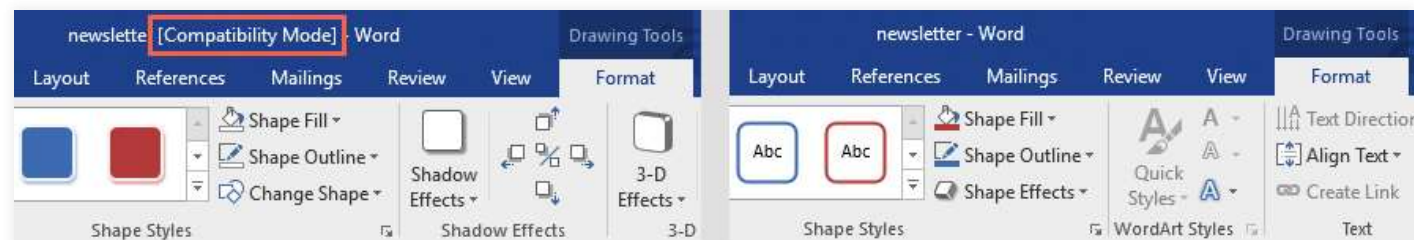


Compatibility Mode

Sometimes you may need to work with documents that were created in earlier versions of Microsoft Word, such as Word 2010 or Word 2007. When you open these types of documents, they will appear in **Compatibility Mode**.

Compatibility Mode **disables** certain features, so you'll only be able to access commands found in the program that was used to create the document. For example, if you open a document created in Word 2007 you can only use tabs and commands found in Word 2007.

In the image below, you can see how Compatibility Mode can affect which commands are available. Because the document on the left is in Compatibility Mode, it only shows commands that were available in Word 2007.



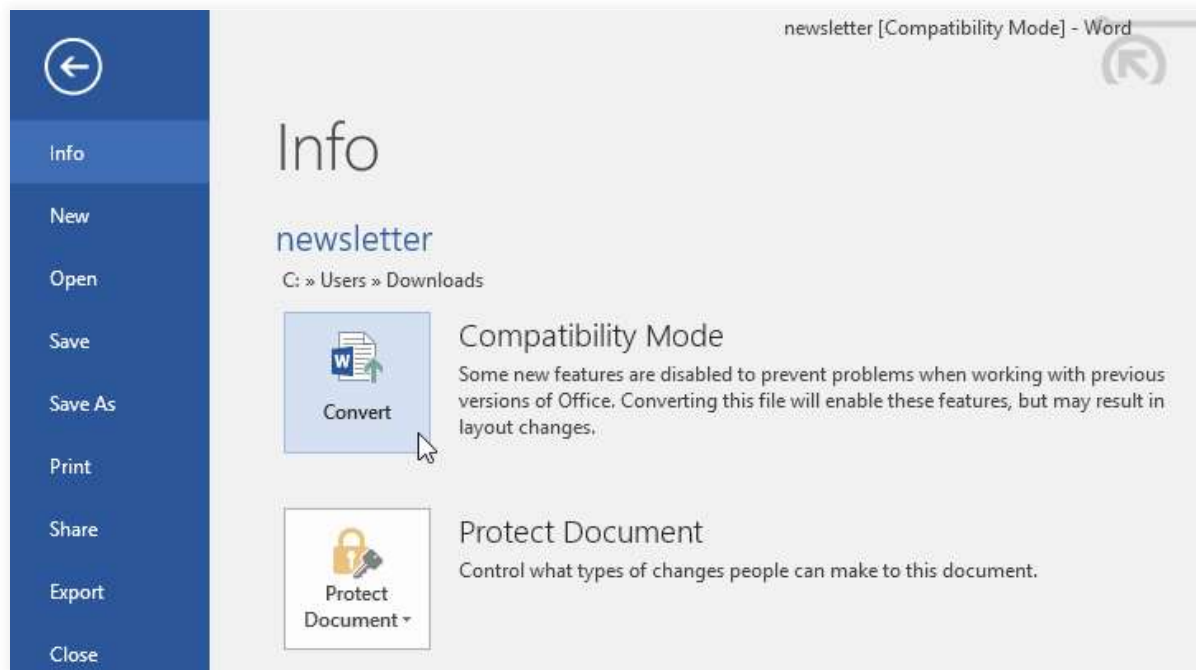
To exit Compatibility Mode, you'll need to **convert** the document to the current version type. However, if you're collaborating with others who only have access to an earlier version of Word, it's best to leave the document in Compatibility Mode so the format will not change.

You can review this [support page](#) from Microsoft to learn more about which features are disabled in Compatibility Mode.

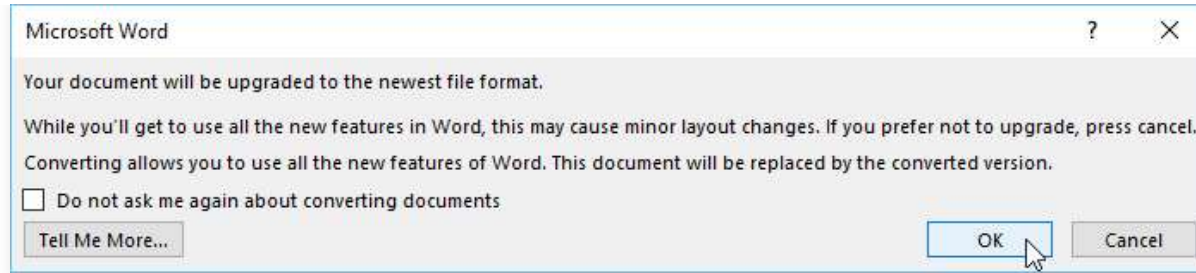
To convert a document:

If you want access to all Word 2016 features, you can **convert** the document to the 2016 file format.

- 1 Click the **File** tab to access Backstage view, then locate and select the **Convert** command.



- 2 A dialog box will appear. Click **OK** to confirm the file upgrade.
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- 3 The document will be converted to the newest file type.

Converting a file may cause some changes to the **original layout** of the document.

Challenge!

- 1 Open our **practice document**.
- 2 Notice that the document opens in **Compatibility Mode**. **Convert** it to the 2016 file format. If a dialog box appears asking if you would like to close and reopen the file in order to see the new features, choose **Yes**.
- 3 In Backstage view, **pin** a file or folder.

